

CHAPTER 10. PROCEDURES FOR MANAGEMENT OF MEDICAL ASSEMBLAGES

10-1. ACCOUNTING, MANAGEMENT, AND UPDATE OF MEDICAL ASSEMBLAGES

a. Accounting and managing for components of Medical Assemblages.

1. MTOE commander responsibilities.

(a) Establish and maintain property accounting records on each authorized non-expendable item using the manual property accounting procedures, or an approved DA automated property accounting system (see *DA PAM 710-2-1*).

(b) Establish a viable Quality Control program for all dated items.

(c) Under the inventory provisions of *AR 710-2* and *DA PAM 710-2-1*, manage expendable and durable ARC "X" or "D" components of MESS on hand-receipts (Supply Catalog (SC) 6545-8 series), or as part of the Unit Assemblage Listing (UAL). These components are listed in the SC or UAL to identify authorized quantities. When using the SC and/or the UAL, use the most recent document.

(d) Medical items are classified as durable because users do not expend them in the first use. Unless there is evidence of pilferage, treat the loss of these items as if they were expendable. Commanders are not required to account for durable losses from MES/MMS under the provisions of *AR 735-5*, paragraph 14-25, unless the commander suspects negligence, theft, or willful misconduct.

(e) Commanders will inventory MES components against the fielded UAL at least every six months (12 months in RC) to measure readiness. Units may perform this inventory in conjunction with other required inventories as long as it meets the requirements stated above.

(1) Commanders of Medical Reengineering Initiative (MRI) Hospitals with equipment in long-term storage under the AMEDD Hospital Optimization Standardization Program (HOSP) will follow procedures outlined by their MACOM.

(2) Items listed in the Section II of the fielded UAL and in Section III of the SC 6545-8 series are Associated Support Items of Equipment (ASIOE) end items dedicated to the operation and maintenance of the medical assemblage. The listing is for information purposes only and does not constitute an additional authorization. The unit's MTOE/TDA reflects total authorizations.

(f) Record and account for inventories as follows:

(1) For assemblages with published hand-receipts, use the preprinted hand-receipt lists provided to record the results of inventories and maintain accountability.

(2) For assemblages without published hand-receipts, prepare a DA Form 4998-R (Quality Control and Surveillance Record for TO&E Medical Assemblage) for each expendable and durable item in the medical assemblage. See Table 10-1 for instructions on how to complete DA Form 4998-R.

(3) Use DA Form 4998-R to record and manage QC information. Reproduce the DA Form 4998-R locally on 8X5-inch card stock.

(4) Automated procedures. Whenever practical, use the DA approved automated medical materiel management systems that provide assemblage management and QC capabilities instead of the DA Form 1296 and 4998-R. Those systems include DMLSS, TAMMIS, TEWLS, M3PT, or ULLS-S4.

(2) MTOE hospitals and division/brigade/regimental Medical Supply Officers (MSOs) will manage ASL items in anticipation of a resupply mission.

(a) Establish a DA Form 1296 for each item for which you expect demands. Use the component listing of the authorized MES and CTA 8-100 as a guide. Detailed instructions for using stock accounting records are in *DA PAM 710-2-2*. Use

these forms, with support records, to informally manage supply activities upon mobilization. Advance preparation will enhance your operational readiness upon mobilization or deployment.

(b) Establish a DA Form 4998-R for each medical item with a shelf-life and for which you expect demands. This form will help you manage required QC actions.

TABLE 10-1. STEPS TO PREPARING DA FORM 4998-R	
STEP	DESCRIPTION
1	NO: Number sequential, for example 1, 2, 3 (Pen)
2	LOCATION: Where is the item stored for example, box, ISO, cabinet, or drawer. (Pencil)
3	MANUFACTURER: Name of manufacturer (Pen)
4	CONTRACT NO: Contract number/purchase order/document number, if available (Pen)
5	LOT/BATCH NUMBER: Lot number/batch number from item (Pen)
6	EXP/MFR DATE: Manufacturer date and/or expiration date (month-year) (Pen)
7	QTY ON HAND: Amount you have on hand as of the most recent inventory for that manufacturer, lot number, and expiration date (Pencil)
8	DATE LAST INSPECTION: Date of last inventory (Pencil)
9	DATE OF NEXT INSPECTION: A minimum of 6 months (12 months RC) from the date of last inspection (Pencil)
10	NSN: National Stock Number, Universal Product Code, or Management Control Number of the item (Pen)
11	DESCRIPTION: Name of the item plus characteristics, for example 2 ml, sharp point, tapered, and 6/pg (Pen)
12	UNIT OF ISSUE: Unit the item is ordered in, i.e., EA (each), PG (package), or BX (Pen)
13	NOTES: Special shelf life notes, for example Note Q – control substance and Note P – needs refrigeration. See UDR/FEDLOG. (Pen)
14	INSPECTION FREQUENCY: How often does the item need to be look at? Based on <i>AR 702-18</i> , UDR, or DOD Medical Category, Volumes I & II (Pencil)
15	SHELF LIFE/ESTIMATED SHELF LIFE: Based on expiration date <i>AR 702-18</i> (Pencil)

b. Medical Assemblage Updates

(1) Non-hospital commander responsibilities.

(a) Maintain your assemblages in the UAL configuration based on the set NSN you were fielded.

(b) There is no requirement to purchase OMA-funded components for cyclic MES changes. Units will move forward to the new UAL configuration, and corresponding NSN, when fielded by USAMMA.

(c) Units are not precluded from selectively upgrading OMA-funded set components to the most current configuration if unit funding is available. If commanders selectively upgrade set components, they will inform USAMMA of any changes.

USAMMA

ATTN: MCMR-MMO-S

1423 Sultan Dr., Suite 100

Fort Detrick MD 21702-5001

DSN 343-7161 or COMM 301-619-7161

Or

Customer Relations Management (CRM) Office

DSN 343-4301/4316 or Commercial 301-619-4301/4316

E-Mail: USAMMACRM@amedd.army.mil

(d) Execute an NSN change IAW DA PAM 710-2-1 to property-accountable records for sets the unit fully upgraded to the new UAL configuration.

c. Commanders of Deployable Medical Systems (DEPMEDS) equipped units will inventory the medical assemblage against the UAL (Assemblage Control Number (CAN)/Build Directive Number (BDN) – specific) that is provided when fielded to the unit until authorized for update by the USAMMA.

10-2. PROCEDURES FOR LOAN OF MTOE MATERIEL (EQUIPMENT) IN SUPPORT OF PROJECTS AT HEALTHCARE ACTIVITIES (HCAS)

a. For guidelines for temporary loan of MTOE Assemblies/Equipment to HCAs/TDA facilities see AR 700-131 para 2-2 and applicable local command guidelines.

b. Procedures for Loan of medical equipment to units from USAMMA

(1) Policy. Army Regulation (AR) 700-131, Loan, Lease, and Donation of Army Materiel, sets forth the policies and procedures for loan of Army materiel to both Department of Defense (DOD) and non-DOD activities of the Federal Government and loan, lease or donation of materiel to non-Federal civilian activities and agencies. It outlines when loans, leases, or donations of Army materiel can be made.

(2) Responsibility. The Surgeon General is responsible for loans of medical materiel IAW Table 2-1, AR 700-131. The Commander, USAMMA, is responsible for approving requests for loan or lease of principal medical end items IAW, AR 700-131 (Table 2-1) and AR 40-61, Medical Logistics Policies. The Commander, USAMMA, may approve principal medical end items in wholesale level inventories for loan unless the loan would at any time interfere with issue against the Army Resourcing Priority Listing. In such cases, requests will be forwarded for approval to

Office of the Surgeon General (OTSG)
ATTN: DASG-LOZ,
5109 Leesburg Pike, Falls Church, VA 22041-3258.

The Commander, USAMMA, may approve minor medical materiel in wholesale inventories for loan.

(3) Types of equipment available for loan. Medical materiel available for loan include, but are not limited to, Computer Tomography (CT) Scanners, Deployable Medical Systems (DEPMEDS), ISO Shelters, Non-Medical Associated Support Items of Equipment (ASIOE), Environmental Control Units (ECUs), and Heaters.

(4) Duration of loan agreements. Loan agreements with USAMMA are typically one year in length; however, agreements for periods of less than one year, but greater than six months are also available.

(5) Submitting requests for loan of equipment. Requests for loans of equipment will be approved or disapproved based on the purpose, duration of the loan, and consideration of the following factors that can take precedence over any loan or lease:

- (a) Military requirements and priorities.
- (b) Stocks and programmed Army requirements.
- (c) Type classification with pending changes.
- (d) Minimum diversion of Army stocks.
- (e) Adequacy of the borrower's resources.
- (f) Availability of alternative sources such as commercial leases.
- (g) Eligibility of the recipient.

Units must complete DA Form 4881-6-R, using DA Form 4881-2-R if more than one item is required and forward with a memorandum of justification, signed by a Colonel O-6) or higher through command channels to Headquarters, U.S. Army Medical Command (USAMEDCOM) for approval. If a MFT is required to field the materiel, the requesting unit is responsible for travel and per diem expenses (military and civilian) for the initial set up and their return upon termination of the loan agreement. In addition, the requesting unit is responsible for packing, crating, handling, and shipping of materiel from supply source to destination and return. This includes port handling and off loading, if applicable. The requesting unit must pay for the refurbishment cost to bring the equipment back to condition code "B".

(6) Points of contact.

(a) The mailing address and point of contact at USAMEDCOM is:

Department Of The Army
Headquarters, US Army Medical Command
ATTN: MCLO
2050 Worth Road
Fort Sam Houston TX 78234-6000
POC DSN: 471-7066

(b) The mailing address and point of contact at USAMMA is:

US Army Medical Materiel Agency
ATTN: MCMR-MMO-S
1423 Sultan Drive, Suite 100
Fort Detrick MD 21702-5001
POC DSN: 343-4448